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AUTHOR Factor, Olivia Spaid
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ABSTRACT

Little guidance is given in today's general technical services or cataloging textbooks to assist librarians in making decisions on procedures for the physical preparation of materials prior to placement on the shelves for public access. As small, private academic libraries face automation of circulation, addition of security systems, and debates on the outsourcing of services, physical processing policies should be examined. This paper surveys the current physical processing procedures for general circulating books held by private, liberal arts colleges in Ohio. Eleven (73.3%) of 15 Ohio college libraries responded to a questionnaire which covered four categories of post-cataloging procedures: (1) ownership indication; (2) provision of necessary items for circulation; (3) location indication; and (4) protective treatments. Surveyed libraries do not share a consensus on the "right way" to physically process books for circulation. The minimum steps for a library with automated circulation are: ownership indicated in one easily seen place; one barcode in an easily accessible area and a loose slip of paper marked with a due date inserted inside the book; and a spine label. Appendices include the cover letter, survey, and tabulated responses to the questions in numerical and percentage form. (Contains 17 references.) (Author/SWC)

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ED 401 938

A SURVEY OF PRIVATE OHIO ACADEMIC LIBRARIES' PHYSICAL PROCESSING PRACTICES FOR CIRCULATING BOOKS

A Master's Research Paper submitted to the
Kent State University School of Library Science
in partial fulfillment of the requirements
for the degree Master of Library Science

by

Olivia Spaid Factor

November, 1995

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ABSTRACT

Little guidance is given in today's general technical services or cataloging textbooks to assist librarians in making decisions on procedures for the physical preparation of materials prior to placement on the shelves for public access. As small, private academic libraries face automation of circulation, addition of security systems, and debates on the outsourcing of services, physical processing policies should be examined. This paper surveys the current physical processing procedures for general circulating books held by private, liberal arts colleges in Ohio. The population surveyed consists of the Ohio college libraries that are members of the East Central College consortium and the BA 1 institutions as defined by the Carnegie Foundation for the Advancement of Teaching. A questionnaire was used that covered four categories of post-cataloging procedures: 1) ownership indication; 2) provision of necessary items for circulation; 3) location indication; and 4) protective treatments. A fifth section gives a snapshot of the current environment of the libraries that were surveyed. Responses to the questions are reported in numerical and percentage form.

Master's Research Paper by
Olivia Spaid Factor
B.S., Utah State University, 1976
M.L.S., Kent State University, 1995

Approved by

Adviser _____ Date _____

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I. STATEMENT OF THE PROBLEM

One of the three functions most often located in cataloging departments is the physical preparation of materials prior to being sent out for placement on the shelves for public access¹. Little guidance is given in today's general technical services or cataloging textbooks to assist librarians in making decisions as to how much physical processing is necessary and what procedures are actually helpful. Perhaps these issues are neglected because they are unique to each library's situation and previous policies, or perhaps because they are concerned with practical tasks usually performed by clerical or student workers. But these issues are important in every library. Many departments continue procedures that were common in the past until some new variable in the processing flow is introduced and forces procedural changes. Some procedures are dropped as no longer necessary, only to be readopted at a later date. There is a cost of labor and of supplies in retaining practices which are no longer necessary. Additional physical processing tasks have implications on the workflow in technical services departments. Maintaining practices which are no longer archivally sound have an effect on the well-being of a collection. The move toward outsourcing both cataloging and physical processing and the reduction of technical services staff makes it necessary to make new decisions about exactly what the essential tasks are.

¹ G. Edward Evans and Sandra M. Heft, *Introduction to Technical Services* (Englewood, Colo.: Libraries Unlimited, 1994), 7.

There seem to be three major influences on the changes in procedures over the last twenty years: 1) the development of automated circulation systems requiring barcoding and eliminating the need for paper checkout/loan cards; 2) the development of electronic security systems requiring tattle taping; and 3) a new awareness of the importance of adopting handling measures that are in keeping with the maintenance and preservation of a collection.

As Hiram College Library automates and adds an electronic security system, its variables are changing. Like many other institutions, it must examine procedures in most areas of the library. In post-cataloging handling, barcoding and tattle taping must be added. Hiram must decide whether or not it will drop the unique accession numbers that have been used since before the turn of the century for the equally unique copy numbers given by barcodes. Decisions must be made on how due dates will be indicated on materials that will no longer be manually circulated and where the barcodes necessary for circulation will be placed. While steps are added and eliminated in the handling of materials, it is a suitable time to inspect each step in the workflow to see if it is still viable for efficient operation.

To facilitate decision making at Hiram College Library, I propose to survey current post-cataloging treatment of circulating books in similar Ohio liberal arts college libraries. A questionnaire (see Appendix, pp. 39-44) will be used to survey post-cataloging procedures in four categories: 1) ownership indication; 2) provision of necessary items for circulation; 3) location indication; and 4)

protective treatments. A fifth section will give a snapshot of the current environment of the libraries that are to be surveyed.

II. REVIEW OF THE LITERATURE

a. The literature

i. General texts

Much of the information about the physical aspects of processing is buried within general texts on the broad topics of cataloging or technical services. Texts written twenty or thirty years ago such as Esther Piercy's 1965 edition of *Commonsense Cataloging* often had entire chapters of detailed physical preparation information. She begins by telling us that books "require marks of ownership, circulation provisions ..., lettering and other spine markings, jacketing, and, for unbound materials, special strengthening."² Penciling acquisition information into the book is discussed. She notes that writing or stamping on the verso of the title page "breaks or weakens the back of the book,"³ a preservation hint that is still valid. For ownership marking, edge stamping is preferred as easily visible and difficult to eradicate, "but perforations should *never* be used" (Piercy's italics).⁴ She does not mention embossing, but current preservation thought is that both embossing and perforation are too damaging to be useful practice. Book cards, pockets, and date due slips are discussed for the information that should be on them and their location within the book. There is no one correct location presented; "there can be considerable disagreement over where the pocket goes--front or back of the book, on inside cover or on flyleaf; actually it can't make very much difference--the library should use whichever

² Esther J. Piercy, *Commonsense Cataloging: A Manual for the Organization of Books and Other Materials in School and Small Public Libraries* (New York: H. W. Wilson, 1965), 89.

³ Ibid.

⁴ Ibid., 90.

location is best for its circulation procedures."⁵ The section on spine labeling is quite detailed because in 1965 most small libraries still lettered spines by hand in India or artist's ink. Covering dust jackets with plastic jackets is discussed, as are solutions to special material problems (loose plates, supplements laid in such as maps, etc.). There is a twelve point "checklist" included in appendix seven where an individual library can record its practices, as she states "No specific practices are recommended since libraries must meet circulation and service requirements."⁶

By the time the third edition of *Commonsense Cataloging* by Rosalind E. Miller and Jane C. Terwillegar was published in 1983, the chapter of advice had become three short paragraphs. Pockets and cards for manual circulations are illustrated and the information necessarily included is listed. The rest of the advice is contained in four concise sentences:

... all items must be stamped with ownership identification. Material should be stamped both internally and externally in uniform positions. Label the call number on the spine, using self-adhesive labels. If plastic book jackets are used, place labels on jackets.⁷

All the listing of alternative practices and specific helps are gone.

John Corbin's *A Technical Services Manual for Small Libraries* from 1971 has a chapter entitled "Final preparation of materials for use."⁸ At the beginning of the chapter he states:

Before books or other materials can be placed on the shelves for use, each must be provided with a circulation card and pocket, a date-due slip,

⁵ Ibid.

⁶ Ibid., 212.

⁷ Rosalind E. Miller and Jane C. Terwillegar, *Commonsense Cataloging: A Cataloger's Manual*, 3d ed. (New York: H. W. Wilson, 1983), 126-127.

⁸ John B. Corbin, *A Technical Services Manual for Small Libraries* (Metuchen, NJ: Scarecrow Press, 1971), 172-179.

and a book plate (if necessary); each copy of a title must be property-stamped; each spine must be marked with the title's 'call number;' and each must be provided with a plastic jacket if these are used.⁹

Frances Bernhardt's introductory technical services text from 1979 is also explicit in its instructions for physical preparation. She lists 15 steps that she considers the most common while noting that "Not all libraries perform all of the following steps and not all books require all procedures...."¹⁰ She breaks the steps down into those procedures that can be performed prior to cataloging, by the acquisitions department, if that is deemed more efficient and those that must be done post-cataloging. The procedures that may be done prior to cataloging include property stamping and "accessioning" which are discussed in detail in an earlier chapter on acquisitions as logically following the verification of the invoice and order.

The books are now considered the property of the library and can be stamped with a property stamp or identified with a bookplate. Many libraries stamp the edges of books, because this stamping is difficult to eradicate and can be easily seen when patrons are leaving the library with books. Some libraries use an embossing stamp, perhaps on a secret page, in order to make it even more difficult for the occasional person who tries to obliterate all evidence of library ownership from a book.¹¹

She considers preparing book cards and pockets, spine labeling, and covering book jackets the most time consuming steps and, therefore, devotes a separate section to each of these procedures. One of the more useful sections briefly describes how to determine physical processing costs in both labor and supplies,

⁹ Ibid., 172.

¹⁰ Frances Simonsen Bernhardt, *Introduction to Library Technical Services* (New York: H.W. Wilson, 1979), 225.

¹¹ Ibid., 59.

and how to use the results to examine alternate procedures to perhaps cut processing costs.

Harvey Hahn's 10 page pamphlet, *Technical Services in the Small Library*, has a succinct and useful discussion of physical processing. He breaks the usual activities into four helpful categories: 1) ways of indicating ownership, 2) providing circulation necessities, 3) indicating location, and 4) applying protective elements.¹² He briefly discusses the damaging aspects of embossing or perforating and other common methods of showing ownership. Note that Hahn's four basic steps repeat advice given by Piercy in 1965 and by Corbin in 1971.

Library Technical Services: Operations and Management edited by Irene Godden in 1991 of is one of the few recent texts examined that discusses marking and identification procedures. In the chapter by Bengtson on bibliographic control, post-cataloging is covered in one paragraph which states "responsibility may lie in one or more units within the library" and "Tasks may include typing and attaching spine labels, pasting in card pockets and date due slips, and property stamping."¹³ Fortunately, the chapter on preservation by Larsen and Silverman includes more practical advice under the heading marking and identification. The usual practices are covered but more importantly, some preservation aspects are also mentioned. They advise, "It is less damaging to

¹² Harvey Hahn, *Technical Services in the Small Library* (Chicago: American Library Association, 1987), 6.

¹³ Betty G. Bengtson, "Bibliographic Control," in *Library Technical Services: Operations and Management*, ed. Irene P. Godden, 2d ed. (San Diego: Academic Press, 1991), 184.

attach the date-due slip to the fly leaf and not the cover proper, as the text block then provides support of the slip as it is stamped."¹⁴ We are also reminded that

The use and manner of application of all marking devices will ultimately have an impact on the preservation of books or other materials, so procedures should be taken to identify as necessary, but not to damage or deface. Embossing and perforations have historically been used, but this practice has been almost totally discontinued in recent years due to its objectionable defacement of the title pages.¹⁵

Evans and Heft's *Introduction to Technical Services* has one paragraph briefly listing the general routines of physical preparation which include attaching spine labels, book pockets, and date-due slips or barcodes, depending "on the type of circulation system the library uses. Other routines of physical preparation may include inserting security strips, covering the book jacket with a plastic cover, or adding a pamphlet binding."¹⁶ These activities are listed under the cataloging department's "second basic function" in the overview of technical services operations and are not mentioned in the text again.

ii. Preservation and protection issues

Conservation of library materials should be a concern of all library departments. Physical processing procedures can lead to faster deterioration of book materials. George and Dorothy Cunha's classic *Conservation of Library Materials* does address "avoidable damage ... done to books by well-meaning

¹⁴ A. Dean Larsen and Randy H. Silverman, "Preservation," in *Library Technical Services: Operations and Management*, ed. Irene P. Godden, 2d ed. (San Diego: Academic Press, 1991), 235.

¹⁵ Ibid.

¹⁶ Evans, *Introduction to Technical Services*, 7.

but uninformed librarians."¹⁷ This includes 1) pressure sensitive tapes, 2) indiscriminate use of synthetic glues, 3) highly acidic paper for protective wrappers, 4) wood backing, 5) amateur lamination, and 6) improper storage, all of which can happen in technical services departments. Unfortunately, the Cunhas do not detail general post-cataloging activities.

Robert Patterson's article on conservation is cited frequently as giving the library community the model for our conservation efforts. Patterson states that librarians must begin to take responsibility for their own collections and to do that conservation must be "viewed from a systems approach involving the entire library context in which materials are selected, processed, housed, utilized, and cared for."¹⁸ He presents to each library a list of ten charges that take a holistic view of conservation and are to be given to a committee representing the following departments: acquisitions, cataloging, bindery and processing, circulation, and special collections. The goals are both to prevent potential damage and to repair previous damage. The charges, in order of importance are:

1. Examine the library's physical environment ...
2. Prepare a disaster plan.
3. Examine current handling, bindery, and processing practices, and make recommendations to bring these practices into conformity with accepted conservation principles.
4. Explore avenues which will provide the library with access to professional conservation expertise and facilities.
5. Recommend what in-house physical treatment can be undertaken for minor cleaning and/or repair of materials.

¹⁷ George Martin Cunha and Dorothy Grant Cunha, *Conservation of Library Materials: A Manual and Bibliography on the Care, Repair and Restoration of Library Materials* (Metuchen, NJ: Scarecrow Press, 1971), 1:60.

¹⁸ Robert H. Patterson, "Organizing for Conservation: A Model Charge to a Conservation Committee," *Library Journal* 104 (May 15, 1979): 1116.

6. Develop an integrated systems approach in responding to materials identified as unusable ...
7. Identify possible sources of funding ...
8. Establish a clearing house of conservation information ...
9. Explore the feasibility of joining cooperative conservation efforts ...
10. The Committee will equitably divide the responsibilities for all of the charges listed above, and will accept the responsibility for monitoring the program resulting from the discharge of their responsibilities.¹⁹

Charge number three should address post-cataloging procedures, but only mentions in-house repairing, photocopying, exhibiting, and binding practices specifically. He refers us back to the Cunhas' book and does not list any particular processing practices to avoid.

The University of Texas at Austin does give specific guidelines in their in-house manual "Preservation Guidelines for Processing Staff" reprinted in Sherry Byrne's *Collection Maintenance and Improvement*. It suggests that "all markings directly applied to books should either be in pencil or printed on gummed labels."²⁰ It also states "Library ownership ... stamps should be applied with proper support given the spines and text blocks" to avoid weakening the spine.²¹ This type of practical advice is not readily available to librarians isolated in smaller institutions. In her introduction Byrne reminds us to avoid acidic or chemically unstable "pressure-sensitive spine label protectors, date due slips, barcodes, bookplates, and book pockets" which have the "potential to contribute unnecessary damage to many materials in the long-term."²²

¹⁹ Ibid., 1117-1118.

²⁰ University of Texas at Austin, The General Libraries Preservation Committee, "Preservation Guidelines for Processing Staff," in *Collection Maintenance and Improvement*, ed. Sherry Byrne (Washington, DC: Association of Research Libraries, 1993), 45.

²¹ Ibid.

²² Sherry Byrne, ed., *Collection Maintenance and Improvement* (Washington, DC: Association of Research Libraries, 1993), 3.

iii. Ownership marking

Although this study focuses on general, circulating books, the necessity of marking for ownership on rare books and special collection items has become even more pronounced with a number of high profile thefts in the last decade. ACRL's Rare Books and Manuscripts Section states in their guidelines for security "Recent cases of theft have shown that the clear identification of library materials is vital if the material, once recovered, is to be returned to its rightful owner. Marking is essential."²³ Their general recommendations for rare items are:

1. That a form of permanent ink be used for marking.
2. That secret marking as a primary identification device be avoided.
3. That the ownership mark be placed where it can be easily located (but not in a place that is too prominent or disfiguring).
4. That it be placed away from text or image.²⁴

The guidelines state that marking as a security measure should "attempt to strike a balance between ... deterrence (visibility, permanence) and integrity of the document (both physical and aesthetic)."²⁵ Marking in ink and with a rubber stamp is "preferred to embossing or perforating ... for the sake of uniformity and other advantages."²⁶ Unfortunately the "other advantages" are not listed here.

iv. Barcoding for circulation

²³ Association of College and Research Libraries, Rare Books and Manuscripts Section, Security Committee, "ACRL Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections," *College & Research Library News* 51 (March 1990): 240.

²⁴ Ibid., 243.

²⁵ Ibid.

²⁶ Ibid.

There are very few articles that cover actual procedures. An article such as Melanie Freese's "Missing Links" mentions barcoding only to describe how smart barcodes are attached to individual items in a collection, never mentioning how they made the decision *where* they would affix their barcodes.²⁷

Donald Leslie changes that in his 1995 article on barcoding. Leslie reminds us that the reason we use barcodes is to "process materials and information quickly and accurately."²⁸ Managing the "material flow" efficiently requires minimizing the number of steps to streamline and smooth the transfer of items from the shelves to patron and back. Leslie sees several problem steps in many libraries: 1) the risk of carpal tunnel syndrome for employees repetitively opening books to wand barcodes, and 2) the time employees spend behind desks checking out books when they could be attending to more service oriented responsibilities. Patron self-checkout systems can avoid both of these problems.

To have an efficient self-checkout system, the barcode must be easily found by the patron, accessible to the scanner with little manipulation of the book, and in a consistent location. Leslie discusses the pros and cons of various locations for the barcode. His recommendation (reached with information from the 3M company) is to place barcodes "on the front cover, about 1.25 inches from the top edge of the book, with the left edge of the label about 1.5 inches from the spine."²⁹ This allows the item to be scanned with a single motion since

²⁷ Melanie L. Freese, "Missing Links: Smart Bar-codes and Inventory Analysis at Hofstra University's Axinn Library," *Library & Archival Security* 9, no. 1 (1989): 3-17.

²⁸ Donald S. Leslie, "Barcodes: The Cornerstone of Materials Flow Management," *Computers in Libraries* 15, no. 3 (March 1995): 30.

²⁹ Ibid.

books are usually handed over front cover up, and inventory checks are also accomplished with minimum motion. Leslie feels that books are usually selected from the shelf by the spine so the consideration of barcode labels covering part of the title or illustration should not be a deterrent. His second choice for location is the back cover. This location usually involves turning the item over before scanning, and may also lead to confusion as publishers and dealers add their barcodes for ISBN and universal pricing to the back cover. Outside placement is much preferred for self-checkout systems. Leslie also discusses methods for re-barcoding with case studies from three libraries that did relocate their barcodes, in each case to facilitate a change to a self-checkout system.

b. Definition of terms

For the purposes of this study the following definitions will be used:

- **Physical processing** (post-cataloging activity): physical preparation of an item for the shelves; includes tasks such as typing and attaching spine labels
- **Circulating**: available for lending outside of the library building
- **BA I schools**: Liberal arts colleges (awarding more than 40% of their degrees in the liberal arts) with a national ranking as listed by the Carnegie Foundation for the Advancement of Teaching

c. Assumptions

- Libraries must physically process new books for circulation so that: a) ownership is readily ascertained; b) the item can be efficiently tracked while

circulating; c) the item can be located on the shelves; and d) the item will retain its integrity during its expected lifetime.

- The physical processing practices will vary in different libraries.
- Physical processing practices should be examined periodically for continuing efficiency, necessity, and preservation soundness.
- A survey of libraries similar to Hiram College Library regarding physical processing practices will provide guidance for physical processing policies and procedures for the Hiram College collection.

III. METHODOLOGY AND LIMITATIONS OF THE STUDY

a. Description of research design

The researcher seeks to summarize the physical processing procedures used by private, liberal arts colleges in Ohio to prepare circulating monographs for the shelves. I will divide my survey questions into the four basic areas of physical processing as defined by Harvey Hahn's *Technical Services in the Small Library*.³⁰ The first group of questions will center on methods of indicating ownership: whether or not the library's name is on the item; and how and where the ownership notation is placed.

The second group of questions will ask what steps are taken to enable the item to circulate. Prior to installing automated circulation systems, this may have been the most labor intensive process in the post-cataloging workflow. It often consisted of typing call number and location, author, title, and accession/copy number on a book/loan card; putting the same information on a pocket or in the book itself; and gluing the pocket and often a date due slip into the book. With automation of circulation the only information that may be strictly necessary on the book is the barcode number. This barcode links all the item specific information (author, title, location, copy number, etc.) to the patron's barcode on their library card. With automation there is no need for the patron to sign a loan card that will have to be filed into the circulating file. There *is* still a need to inform the patron of the date the item is due and these practices vary widely. Grocery store type labeling guns are sometimes used, the time honored method

³⁰

Hahn, *Technical Services*, 6.

of date stamping a glued-in date due slip is occasionally retained, and some libraries hand out one stamped slip or streamer (similar to a book mark) for all books checked out at one time. Some libraries retain the pocket as a place to secure a due date slip. In this section I will also ask about placement of barcodes for the libraries that have automated their circulation procedures.

The third group of questions will focus on location indication. How and where are call numbers and shelf locations noted on the item? A spine label is usually considered the minimum needed but it can be convenient to have the location noted elsewhere in the item.

Preventative protective treatment practices will be the subject of the fourth group of questions. Retaining book jackets, reinforcing paperbacks, and pre-circulation binding all add to the work and expense of physical processing but are assumed to lengthen the life of the item.

The fifth group will identify the current status of the library: whether or not the circulation system, the cataloging, and the catalog itself are automated, and whether or not tattle taping is done. Attitudes on preservation issues, outsourcing practices, and recent changes in processing procedures will be briefly addressed.

The study will be limited to the handling procedures for circulating books. This will eliminate processing procedures for non-book materials, most rare book/special collection materials, serials, and reference materials, as these library materials open almost limitless possibilities in post-cataloging action.

Descriptive statistics will be used to analyze the data collected in this research. The data collected will be used to describe and summarize the current situations in the surveyed libraries. Answers to "comments" may provide valuable insight into how each library views its own procedures and policies.

b. Limitations of the study

The survey will be limited to the eight Ohio consortium members of the East Central Colleges and the eight Ohio BA I schools as listed by the Carnegie Foundation for the Advancement of Teaching.³¹ Hiram College is on each of these lists of institutions and considers these sister schools as both peers and models. This will effectively limit the study to institutions of like size, environment, and missions.

The Ohio ECC schools are: Baldwin-Wallace College, Capital University, Heidelberg College, Marietta College, Mount Union College, Muskingum College, Otterbein College, and Hiram College. The Ohio BA I schools are: Antioch College, the College of Wooster, Denison University, Kenyon College, Oberlin College, Ohio Wesleyan University, Wittenberg University, and Hiram College. Since Hiram College is on both lists, this will restrict the number of institutions to fifteen.

³¹ Jean Evangelauf, "A New 'Carnegie Classification,'" *The Chronicle of Higher Education* 40 (April 6, 1994): A23.

IV. ANALYSIS OF DATA

Eleven of the fifteen libraries surveyed returned the questionnaires (73.3%). On some of the questions, all appropriate answers could be checked, so that if more than one answer pertained to the library's practice, they were encouraged to mark each relevant one. In these cases the total number of answers is greater than eleven. In this section, absolute numbers are given for most of the questions. The percentages of some answers are also noted. A tally for all the questions in both absolute numbers and percentages is given in the appendix (pp. 45-55).

a. Ownership indication

Each of the responding libraries indicate the name of the library on circulating books, using a variety of methods. Ten of the eleven (90.9%) use rubber stamps, and of these ten, six (60%) use at least one other method of ownership marking. (The one library that does not use a rubber stamp, uses both a self-adhesive label and an embosser.) Four libraries (36.4%) have the name printed on the barcode labels, two (18.2%) use self-adhesive labels, two (18.2%) emboss, one (9.1%) uses a book plate in each book, one (9.1%) has the library's name imprinted on the pocket.

The location of the name varies widely. Five (45.5%) place the name inside the back cover, four (36.4%) inside the front cover, two (18.2%) use the front flyleaf, two (18.2%) the pocket, and one (9.1%) the title page. Three libraries (27.3%) use a "hidden" location within the book block, one of these

marks it with an embosser. All eleven libraries "end stamp" their books, some on all three edges, and others on various combinations of fore edge, top edge, and bottom edge. Four libraries (36.4%) indicate their mailing address, inside the covers, on the title page, or imprinted on the pocket. Seven libraries (63.6%) do not indicate the mailing address although one of these does indicate the resident city along with the library name. All eleven libraries attach book plates.

There were several additional comments on practices of marking for ownership. The library that embosses within the book block has discontinued embossing on the title page to save time. This same library only plates gift books; they have "Discontinued plating every book and journal as a time and cost saving factor." Another library gave as a reason for ownership marking, "To identify items as property of the college both for the library and the patrons." A third commented, "Ownership indication allows books to be easily identified and returned to us."

b. Circulation necessities

Not surprisingly, only the three libraries (27.3%) who have not yet automated their circulation systems still use checkout/loan cards. Those three all use call number, author's name, title, and patron's name on the card. Two of the three (66.6%) stamp the date that the item is checked out, two (66.6%) the due date, and one library (33.3%) stamps the loan card with the date that the item is returned. Two (25%) of the eight automated libraries also maintain branch libraries with manual or self-checkout honor systems. For the small

percentage of books that go to the branches, they must include pockets and loan cards, but no information was solicited for this exceptional practice.

Ten of the libraries responded to the questions pertaining to due date identification for the patron. All ten stamp the due date on a slip or card; none used a labeling gun or a printed notice. Of these ten, five (50%) use permanently attached due date slips, two (20%) use loose slips placed in pockets, one library (10%) uses a temporarily attached "post-it" note style due date slip, and two (20%) place loose slips within the book block (one described as a "streamer" and one as a "card").

The three libraries without automated circulation systems (27.3% of the eleven) are the only libraries still using accession numbers. Two of the three (66.6%) place the accession number on the checkout/loan card, two (66.6%) on the title page, one (33.3%) on the pocket, and one (33.3%) on the back flyleaf.

All eight libraries with automated circulation systems use unique barcodes to identify individual volumes. Of these, five (62.5%) place the barcode inside the back cover, one (12.5%) on the front flyleaf, and one (12.5%) inside the front cover. Only one of the libraries (12.5%) places the barcode on the outside of the book. This library commented, " We opted to put the barcode on the outside of the book in the upper right corner of the front cover so that it will be in a position readable by a patron self-checkout machine." Another library cited "aesthetics" as one of their reasons for placing the barcode on the inside back cover, the other reason being that you "have to open the back cover anyway to stamp the due date."

Only one library of the eight using barcodes (12.5%), uses a second barcode, placing it on the shelf list card. Another library cited this as a previous policy, no longer practiced. Only one library (12.5%) uses a protective slip over the barcode; interestingly, this barcode is placed on the front flyleaf. The only library placing the barcode on the outside of the book where it may be thought to receive more wear does not cover it with a protective strip.

c. Location indication

Ten of the libraries (90.9%) use a computer and printer to print spine labels. (One of these ten libraries also uses a typewriter and one uses handwritten labels along with the computer printed labels.) The eleventh library (9.1%) uses only a typewriter to produce labels. Nine of the libraries (81.8%) use continuous pin-fed labels. (Two of these nine also use SE-LIN® labels, and one of the nine uses sheets of paper labels along with the pin-fed labels.) One library (9.1%) uses exclusively SE-LIN® labels and one uses only fabric labels. A total of three libraries use SE-LIN® labels (27.3%). Ten of the libraries (90.9%) use self-adhesion for attaching the labels, one (9.1%) uses heat exclusively to apply the labels, and one (9.1%) library uses both methods. Nine of the libraries (81.8%) add a label protector over the spine label; the two libraries who don't (18.2%), use SE-LIN® labels that have a protective covering as part of the system. One library added the note, "We tried another brand of continuous pin-fed labels and returned to SE-LIN® labels due to the quality of

the label stock." Another library reports that it has "recently switched from printing labels from OCLC to printing labels from online catalog."

Ten of the libraries (90.9%) mark the location and call number on the book somewhere other than the spine label. Of these ten, two (20%) mark the title page, three (30%) the back flyleaf, three (30%) inside the back cover, three (30%) on the checkout/loan card, one each (10%) on the pocket, inside the front cover, on the verso of the title page, and on the front flyleaf. Five of the ten (50%) write the call number directly into the book in pencil, one (10%) writes directly in the book in pen, and five (50%) attach computer printed labels. One library (10%) uses a rubber stamp for noting the location only, inside the back cover, under the barcode. One of the eleven libraries (9.1%) only indicates the call number on the spine label and has no notation of the location within the book.

A library comments, "Letters above the call number indicate where material is shelved. If the label is missing and/or card and pocket, the handwritten call number is a fast way to go to the shelf list card, identify the material and re-label ..."

d. Protective treatment

Five of the eleven libraries (45.5%) never retain book jackets on hard backed books. Three (27.3%) always do. Two (18.2%) retain the covers 50-99% of the time and one library (9.1%) keeps the jackets less than half the time. Of the six that do keep jackets, three (50%) always cover the dust jacket with a

plastic jacket, one (16.7%) covers them with plastic more than half the time, one (16.7%) covers them less than half the time, and one library (16.7%) never uses a plastic cover over the dust jacket. Half of these six always attach the dust jacket to the book, one (16.7%) does more than half the time, one (16.7%) does less than half the time, and one (16.7%) never attaches the jacket to the book. One library comments, "covering book jackets [with plastic jackets] makes the books more attractive. I'm not totally convinced the covers protect...." This library keeps the dust jacket on more than 50% of their books, always covers it with plastic, and always attaches the jacket to the book. Their practice was "just started in the last five years."

All eleven libraries do use reinforcement on paperback books. Two (18.2%) always use some type of reinforcement, three (27.3%) use reinforcement more than half the time, and six (54.5%) reinforce less than half of their paperbacks.

Spine tape is never used by four of the libraries (36.4%). Three (37.5%) use it on less than half of their books and one library (12.5%) reports that they always use spine tape. Four of the libraries (57.1%) never tape the entire paperback cover, two (28.6%) tape the entire cover for less than half of their books, one (14.3%) tapes the cover of more than half the paperbacks. None of the libraries tapes the entire cover of every paperback book.

Kapco Easy-Covers™ are self-adhesive book covers that have semi-rigid non-acidic plastic flaps to cover the front and back book covers, with a thinner, more flexible tape to cover the spine and gutters of the paperback. This product

and similar products from other companies seem to be making a strong appearance in the book market. Three of the nine departments answering this question (33.3%) report always using such a product on their paperbacks, although one was actually reporting that all paperback *reference* books are covered with Kapco covers and this survey was geared for circulating books. One library (11.1%) uses semi-rigid covers for more than half of their books, and three (33.3%) use this type of product for less than half of their books. Two of the nine answering libraries (22.2%) report that they never use this type of product. One library states, "Covering paperbacks [with Kapco™ covers] certainly extends the life of the book since the cover won't come off easily. Covering adds time to [the] length of time in processing, but probably cuts down on book repair." Another reports, "We put Kapco covers only on our paperback reference books. It would be too expensive to reinforce all our paperback books, even though it would help some of them last longer."

Two departments (18.2%) send more than half of their paperbacks to the bindery prior to circulation. Three (27.3%) have less than half bound before shelving. Six (54.6%) never have paperbacks bound before shelving. One library reports, "When they fall apart, then we send them to the bindery." Another library states, after marking that they never send books to the bindery before circulation, "in the past, *several* years ago, all paperbacks were vinabound." This is a library that now always uses Kapco™ covers.

Pamphlet binding is less popular than other treatments for paperbacks. Six of the eleven libraries (54.5%) report never pam-binding materials and the

other five (45.5%) relate that less than half of their paperbacks are treated in this manner.

Specifically looking for products to use in physical processing that are advertised as acid-free, pH neutral, or reversible (three of the "tenets" of good conservation practice) is always practiced by three of the libraries (27.3%). Four (36.4%) are swayed by these claims more than fifty percent of the time. Three libraries (27.3%) will deliberately choose products with these claims less than half the time, and one library (9.1%) never specifically seeks such products.

e. General questions

Eight of the libraries (72.7%) have some type of integrated automated library system. All eight have cataloging and circulation automated, and seven of the eight (87.5%) provide an OPAC. Four of the eight (50%) have Innovative Interfaces, Inc. systems. Two (25%) have Zebra 2000 systems from General Automation, one (12.5%) has a Horizon system, and one (12.5%) has a system from Ringgold ORC. One of the three libraries that is not yet automated will have an Innovative Interfaces system running by January. The first library to install an integrated system began in 1985 with OCLC's LS2000. (This library migrated to Ill in 1994). Another library automated in 1987, the rest were all automated within the last five years.

All eight libraries with automated circulation systems use light pens for wand in barcode numbers; three of the eight (37.5%) also use laser scanners or scan lamps.

All eleven libraries are contributing members of OCLC (not surprising in Ohio). At least eight (72.7%) of the eleven were charter members. Eight report beginning to use OCLC from 1970 to 1972, two in 1975, and one in 1982, so cataloging has been automated for each of these libraries for a significant time.

Ten of the eleven libraries (90.9%) have security systems that require application of tattle tape during processing. One of these ten has only had a security system since August 1995.

Five of the ten responding libraries (50%) report consciously changing processing procedures because of new information received about preservation needs. And five (50%) report that they have *not* deliberately changed procedures for conservation needs. (There was one no answer.) Comments were: "Use as many acid free products as possible." "Use of ... archivally safe materials." "Using acid-free materials whenever possible." "Changed some commercial binding procedures." "Preservation department was created to repair books." "Binding periodicals with flat bottom (block flush with bottom cover edge)." "No longer use embossers."

Four of the ten answering libraries (40%) report using some commercial processing services. Two of these four (50%) report using commercial binderies; one (25%) has some physical processing done by a vendor. ("Some paperbacks have Kapco™ covers on when they arrive.") Only one library (10% of the ten responding libraries, 25% of the yes responses) is having cataloging commercially processed. Fifty percent of this library's cataloging is outsourced.

Six of the eleven libraries (54.6%) report some changes in physical processing procedures in the last 3-5 years. The other five (45.4%) report *many* changes. No one reported no procedural changes. Of the libraries answering the more specific questions on reasons for procedural changes, efficiency is reported as not important in influencing the changes by one library (10%), as important by five libraries (50%), and as extremely important by four (40%) of the ten answering libraries. Conservation needs influencing change are listed as not important by three departments (33.3%) out of nine, important by four (44.4%), and extremely important only by two departments (22.2%). One library of ten (10%) reports the demands of the circulation system is not important in recent changes, five departments (50%) relate circulation as important, three (30%) rate it as extremely important in influencing changes, and one (10%) doesn't know of changes forced by the circulation system. The needs of a security system are listed as not influencing processing changes by four libraries (44.4%) out of nine. (One reports that their security system has been in place for more than five years so any changes demanded by the addition of the system were put in place prior to the last 3-5 years.) Three (33.3%) of the nine list the security system as important in influencing changes and two (22.2%) rate it as extremely important. New products or materials for processing have not influenced procedural changes for two libraries of nine (22.2%), one library (11.1%) doesn't know if new products have influenced changes, and six libraries (66.7%) cite the availability of new products as important to changes that they have made.

Ten of the departments answered the question about procedural manuals. Of the seven (70%) reporting that they do have manuals, one has only "parts ... written down--nothing formal," and two have out-dated manuals. Three (30%) do not have any written processing procedures manual.

General comments on processing procedures: "Our processing has become much more streamlined, and books and other materials go through processing faster since the library was automated two years ago and since we started printing spine labels from OCLC instead of on a typewriter." "More of physical processing [is] being done by student employees. Staff member more supervisor and does more complex mending." Although maintaining the card catalog or database was not covered by the survey, one librarian was moved to state, "Automation has eliminated the need for filing into card catalogs. Filing cards was a task very few people enjoyed so sometimes backlogs would occur. ... I would not say being automated saves time since errors are more noticeable more time is spent making corrections, however, corrections are more easily made."

V. SUMMARY AND CONCLUSIONS

The results of this survey indicate that the surveyed libraries do not share a consensus on the "right way" to physically process books for circulation. All eleven libraries understand the need for Hahn's four basic processing activities, and each accomplishes the goals of 1) identifying the book as library property, 2) being able to track the circulation of the book, 3) locating the book on the shelves for removing and reshelving among thousands of other books, and 4) extending the useful life of the book. But each library has its own methods of meeting these goals.

Each library marks every circulating book with some ownership indication. Each library also "end stamps" its books, some on all three edges, some on the top edge only, and some on the fore edge only. The number of times the library's name is found in one volume varies, where it is found varies, how much information (i.e. address) is given varies, and how the name is applied varies.

The ability to track a circulating book with an automated circulation system has led to one of the more dramatic changes in physical processing. Gluing in a pocket, typing a call number, title, author, and accession or copy number onto a checkout/loan card were expensive in both time and supplies. These processes have been replaced in the automated libraries with a self-adhesive barcode, a single, necessary step. The only controversy or decision to be made is where to place the barcode. Leslie's article makes a sound recommendation for placement on the outside covers of a book but only one of the eight automated libraries that responded has followed that advice. Placement on the outside

covers does mean that either dust jackets must be removed from hardback books so that the barcode is visible or the jacket must be protected with a plastic cover and firmly attached to the book with the barcode on the jacket. The single library that does place the barcode on the outside front cover, does always keep dust jackets. Five other responding libraries also keep dust jackets on occasion and would need to adopt different procedures to place the barcode on the outside cover. They would also need to think about re-barcoding their collection to obtain consistency if they changed policy now. Self-checkout systems and the fears of carpal tunnel syndrome noted in Leslie's article may be more viable concerns in larger libraries where there is a much greater volume of circulation. Perhaps greater use of standing laser scanners which do not involve the repetitive wandering motion would be a practical solution for avoiding the possibility of carpal tunnel syndrome than changing the barcode to the outside cover for these small libraries. Only three of the eight automated libraries currently use the more costly standing scanners.

The other decision that must be made when a library automates its circulation is how to inform the patron of the due date. In manual systems when pockets are glued in, a due date slip is usually permanently attached near the pocket for convenient stamping. Other libraries do not attach a due date slip but use the pocket as a secure place to insert a due date card. Five of the libraries still permanently attach a due date slip--necessitating opening the book to stamp the slip each time it circulates. Two of the manually circulating libraries still place the notice in the pocket; whether or not they retain the pocket after automating

remains to be seen. Interestingly, none of the libraries use a date due labeling gun which is a very efficient method of indicating the due date, although it is generally deplored for aesthetic reasons.

Producing spine labels from a computer printer onto a continuous strip of self-adhesive labels is the most common method of printing labels among the surveyed libraries. It would be interesting to compare the costs of producing and applying (usually with heat) SE-LIN® labels to the costs of producing and applying self-adhesive labels. One librarian felt that the SE-LIN® labels are more permanent, but are more difficult to use. There are occasional complaints of the self-adhesive labels fading, smearing, or coming unglued, but there is no general documentation of this available. Note that one library went back to SE-LIN® labels after trying self-adhesive ones. The permanence of ironed on labels must be balanced against the efficiency and ease of applying self-adhesive labels.

Labeling the spine with the location and call number is the minimum necessary step for location indication. Only one of the eleven responding libraries stop with this single step. The other libraries do indicate location in various places within the book. The only comment given was that this is to make re-labeling easier if the spine label falls off. In manual circulation it is useful for the call number to be located on or above the pocket to facilitate returning the correct loan card to the correct book after circulating. Whether or not continuing this practice is necessary or worth while for automated circulation systems is not clear. Many continuous-feed label sets have two extra rectangular labels along

with the spine label. Spine label printing systems such as OCLC's generally produce the spine label and use the longer labels for call number, author, and title. For manual circulation these two extra labels can be attached to the loan card and pocket, or be placed elsewhere within the book. This can eliminate the step of typing the information on the loan card and writing it within the book. Interestingly, only five of the ten libraries responding report placing a computer printed label with the call number within the book, although nine do use pin-fed labels. It would be of interest to know if these nine libraries are producing spine labels only or if they produce label sets, and if they produce label sets, where they place the extra labels.

Public libraries have the reputation of aiming to achieve a bright, attractive collection, with plastic covers and dust jackets retained on all books, books that are not necessarily kept permanently in the collection. It is worth noting that more than half of the surveyed academic libraries retain the jackets on occasion, and that 27.3% always retain jackets, cover, and attach them to the book. Perhaps academic libraries now recognize that attractive books will circulate before older, tired looking books. This does involve extra expense both in time and supplies. Since most academic libraries add books that they hope to retain for a number of years, a long-term study of how much protection this treatment actually offers a book, or if the only advantage is attractiveness for a longer period, could be of help in making decisions.

Twenty to thirty years ago it seemed that libraries bought fewer paperback books. Many libraries sent all paperbacks immediately to the bindery or

pamphlet-bound them in-house before circulating, including at least one of the surveyed libraries. Currently, more than half the surveyed libraries never send paperbacks to the bindery or pamphlet-bind them prior to circulation. With the enormous increase in book, especially hardcover book, prices, more libraries seem to be buying paperbacks. Comparing costs of different reinforcements and studying the long-term consequences (Does a Kapco Easy-Cover™ treated book last significantly longer than an untreated copy?) could have import to smaller academic libraries and their practices. What consequence does the greater number of paperbacks purchased mean for the collection of the future? Will it cause the same type of devastation that the poor paper quality of a generation ago has had on today's collections?

The trend among the surveyed libraries is toward integrated automated library systems. Although only two of the libraries automated in the 1980s, six have automated in the last six years and one more is slated to be online in January. All eleven libraries have had automated cataloging through OCLC for many years. Ten of the libraries have had security systems that require tattle taping. Only one library is outsourcing a portion of its cataloging, and other than use of commercial binderies, only one library has some of its physical processing outsourced.

Each library reported changes in processing procedures in the last 3-5 years. Some of the changes are linked to circulation system changes, some to new products, some to security system demands, and some to conservation needs. The highest ranked item for causing procedural changes is efficiency.

Although seven libraries have physical processing manuals, three of the seven do not have thorough, up-to-date manuals.

This study was limited to a few, small, private liberal-arts colleges in Ohio. In this group, the conclusion can be made that there is little uniformity beyond the basic necessary steps in physical processing of circulating books. If the study were to be widened to a larger group, or larger academic libraries, or public libraries, more uniformity of practice might be found. Perhaps small, private libraries have more flexibility in making choices based on maintaining the aesthetics of the collection or following previous practices. These questions cannot be answered from the results of this survey.

Obviously, all the departments feel that there have been many procedural changes in recent times. Some streamlining of steps have been made and some of these changes are directly attributable to the automation of circulation.

This was only a preliminary study, but it could form the basis for further studies. For example, studies could be conducted of larger groups or eliciting more detail. It would be of historical interest to track which specific steps in the procedures changed, when, and why. The study does indicate what the bottom line steps for a library with automated circulation are: 1) ownership indicated in one easily seen place, 2) one barcode in an easily accessible area, and a loose slip of paper marked with a due date inserted within the book block when the item circulates, and, 3) a spine label. Hahn's fourth step of reinforcement or protective treatment for the book could be eliminated. These small, private college libraries are still able to affix gift plates, reinforce or cover books, and

make extra notation of call numbers and the library's name for both convenience and aesthetics.

The results of this study will give Hiram College Library an idea of what practices are maintained by its sister schools. This information can be used to make informed decisions for the procedural changes that will be necessary as the library automates circulation and adds a security system.

The literature search done at the beginning of the study pointed out the lack of a central, easily accessible place to obtain information about current trends in physical processing procedures. There are many places to find discussions of library practices for processing newer non-book items such as CD-ROM's, ranging from journal articles to discussion lists on the Internet such as Autocat. But the information for general circulating books is scarce and not readily available to the small department. To assist all technical service departments in making decisions concerning procedural changes I would propose two recommendations:

1. Each library should be encouraged to record all procedures in a maintained processing procedures manual. All changes in steps should be documented and reasons for the changes should be recorded.
2. There should be a state-wide clearinghouse, whether in print or available on the Internet to disseminate explicit recommendations or experiences with various processing steps. Specific policies that will aid general preservation aims should be included. Cost studies could be discussed and the plusses and minuses of individual activities should be covered, giving libraries of all

types and sizes a foundation to make decisions that can eventually affect their quality of service.

VI. APPENDICES

School of Library and Information Science
(216) 672-2782
Fax 216-672-7965



P. O. Box 5190, Kent, Ohio 44242-0001

Re: SURVEY OF PRIVATE OHIO ACADEMIC LIBRARIES' PHYSICAL
PROCESSING PRACTICES

September 25, 1995

Dear Technical Services Librarian:

I am a graduate student in the School of Library and Information Science at Kent State University. As part of the requirements for my master's degree I am conducting a study of the physical processing practices for general, circulating books in private, academic libraries in Ohio. As a cataloger at a smaller academic institution, I must make informed decisions in my own work environment for work flow and procedures. The enclosed questionnaire will help me to identify current processing procedures common to Ohio academic settings.

I would sincerely appreciate it if you would complete the enclosed questionnaire or forward it to the person in your institution who would best be able to complete it. Confidentiality and anonymity are guaranteed as you do not need to sign your name to the individual questionnaire; I will be the only person with access to the survey data. There is no penalty of any kind if you should choose not to participate in this study and you may withdraw from participation at any time. While your cooperation is essential to the success of this study, it is, of course, voluntary. The results of the study will be reported only in summary form. A copy of the results will be available upon request to the address below.

If you have further questions, please contact me at (216) 569-5356 (Hiram College Library) or Dr. Allyson Carlyle, my research advisor, at (216) 672-2782. If you have any further questions regarding research at Kent State University you may contact the Office of Research and Sponsored Programs, at (216) 672-2851.

Thank you very much for your cooperation; it is much appreciated. You may return the questionnaire to me in the enclosed self-addressed stamped envelope at the following address:

Olivia Factor
PO Box 377
Hiram, Ohio 44234

Sincerely,

A handwritten signature in cursive script that reads "Olivia Factor".

Olivia Factor
Graduate Student, School of Library and Information Science
Cataloger, Hiram College Library

BEST COPY AVAILABLE

SURVEY OF PRIVATE OHIO ACADEMIC LIBRARIES' PROCESSING PRACTICES

The purpose of this questionnaire is to survey current physical processing practices for circulating books in private Ohio academic libraries. **Please check all appropriate answers.** Any additional information would be appreciated. Thank you for your help.

Ownership Indication

Is the name of your library indicated anywhere on general books owned by your library? ☐ Yes ☐ No

If yes, please indicate how;

☐ Rubber stamp ☐ Bar code label ☐ Self adhesive label

☐ Imprinted ☐ Embosser ☐ Perforation

Other _____

and where.

☐ Front fly leaf ☐ Title page ☐ Inside front cover

☐ Verso, title page ☐ Back fly leaf ☐ Inside back cover

☐ On pocket ☐ Within the book block

Other _____

Does your library "end" stamp its name on

☐ the top edge of a book? ☐ the fore edge? ☐ the bottom edge?

Other _____

Is the mailing address of your library indicated anywhere on monographs?

☐ Yes ☐ No

If yes, where? _____

Does your library use book plates attached to the volume to indicate gifts, special collections, special funds, etc.? ☐ Yes ☐ No

Comments on ownership indication practices and reasons for ownership stamping:

Circulation Necessities

Does your library use a checkout/loan card? ☐ Yes ☐ No

If yes, what information does it contain?

☐ Call number and location	☐ Author	☐ Title
☐ Patron's name or number	☐ Due date	☐ Barcode
☐ Date item checked out	☐ Returned date	
Other _____		

Does your library insert a pocket? ☐ Yes ☐ No

How do you identify the due date to your patrons?

☐ Date stamped slip or card	☐ Printed notice for each volume
☐ Date due labeling gun	☐ Printed notice for all volumes taken
Other, please describe. _____	

Do you

☐ attach permanent due date slip?	☐ use a labeling panel?
☐ attach temporary due date slip?	☐ hand notice to patron?
☐ place printed notice in pocket?	
Other, please describe. _____	

Do you use an accession number to identify an individual volume?

☐ Yes ☐ No

If yes, where is it stamped?

☐ Inside front cover	☐ Front fly leaf	☐ Title page
☐ Verso, title page	☐ Back fly leaf	☐ Inside back cover
☐ Check out card		
Other _____		

Do you use a bar code strip to identify an individual volume? ☐ Yes ☐ No

If yes, please answer the following questions.

Where is it placed?

☐ Front cover	☐ Back cover	☐ Inside front cover
☐ Front fly leaf	☐ Title page	☐ Back fly leaf
☐ Inside back cover		
Other _____		

Do you use a second bar code? ☐ Yes ☐ No

If yes, where is it placed?

☐ Shelf list card

Other _____

Do you use a protective strip over your bar code? ☐ Yes ☐ No

Comments on reasons for barcode placement:

Location Indication

How are your spine labels printed?

☐ Typewriter ☐ Computer ☐ Hand written with pens
☐ Hand written with electric book marker
Other _____

What type of labels do you use?

☐ Continuous pin-fed labels ☐ Sheets of paper labels
☐ SE-LIN® labels ☐ Fabric labels
Other _____

How are your spine labels attached?

☐ Using heat application ☐ Self adhesion
Other _____

Do you add a label protector over the spine label? ☐ Yes ☐ No

Are location indicators and call numbers indicated in the book other than on the spine? ☐ Yes ☐ No

If yes, where?

☐ Title page ☐ Back fly leaf ☐ Inside back cover
☐ Pocket
Other _____

And how?

☐ Written in pen directly into book ☐ Typed label
☐ Written in pencil directly into book ☐ Hand printed label
☐ Computer printed label
Other _____

Comments on your location indication practices:

Protective Treatment

Does your library retain book jackets on hard cover books?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

If so, please answer the following questions.

Are the jackets covered with plastic?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Are the jackets attached to the book?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Does your library use any reinforcement on paperback books?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

If so, please answer the following questions.

Do you tape the spine using a product similar to Scotch Book Tape™?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Do you tape the entire cover or use a vinyl laminate over the cover?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Do you use a semi-rigid, self-adhesive bookcover such as Kapco's Easy Cover™?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Do you send paperback books to the bindery before circulating?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Do you use pamphlet binders on paperback books?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Do you specifically look for products to use in processing that are advertised as acid free, pH neutral, or reversible?

☐ Always ☐ 99-50% of time ☐ 49-1% of time ☐ Never

Comments on protective treatment practices:

General Questions

These questions are not specifically needed for the survey but will add to the general understanding of today's processing environment.

Do you have an automated library system? ☐ Yes ☐ No

If yes, what vendor?

☐ CLSI ☐ Data Research Associates ☐ Dynix
☐ Geac Advance ☐ Innovative Interfaces ☐ NOTIS
☐ Sirsi ☐ VTLS
Other _____

If yes, which of these systems are included?

☐ Cataloging ☐ Circulation ☐ OPAC

If you have an automated circulation system, approximately what year did you automate? _____

If your library uses bar codes, do you use light pens to read the bar code?

☐ Yes ☐ No

If your library uses bar codes, do you use laser scanners or scan lamps to read the bar code? ☐ Yes ☐ No

Is your library a contributing member of a national database such as OCLC or RLIN? ☐ Yes ☐ No

If yes, approximately which year did your library join? _____

Does your library have in place an electronic security system that requires some form of tattle taping? ☐ Yes ☐ No

Has your library consciously changed any processing procedures because of new information received about preservation needs? ☐ Yes ☐ No

If yes, can you be specific? (i.e. No longer using embossers on the title page.)

Does your library use any commercial processing services? ☐ Yes ☐ No

If yes, please answer the following questions.

What services are you purchasing?

☐ Cataloging ☐ Physical processing

Other _____

Approximately what percentages of your new accessions are outsourced?

Cataloging _____ Physical processing _____

Other _____

How much has the physical processing of books in your library changed in the last 3-5 years?

☐ Not at all ☐ Some changes ☐ Many changes ☐ Don't know

If your procedures have changed, in your opinion how important has each of the following been in influencing the changes?

Efficiency

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Conservation

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Circulation system

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Security system

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Availability of new products/materials for processing

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Other, please explain. _____

☐ Not at all ☐ Important ☐ Extremely important ☐ Don't know

Does your library maintain a processing procedures manual?

☐ Yes ☐ No

Additional comments on how automation, security systems, and/or time have changed the physical processing of general, circulating books in your library or any other aspect of the survey:

TALLY

SURVEY OF PRIVATE OHIO ACADEMIC LIBRARIES'

PROCESSING PRACTICES

Eleven (73.3%) of the fifteen surveyed libraries returned the survey.

Ownership Indication

1. Is the name of your library indicated anywhere on general books owned by your library?

(11 responses)

Yes	11	(100%)
No	0	(0%)

1a. If yes, please indicate how;

(11 responses)

Rubber stamp	10	(90.9%)
Bar code label	4	(36.4%)
Self adhesive label	2	(18.2%)
Imprinted	1	(9.1%)
Embosser	2	(18.2%)
Perforation	0	(0%)
Other: <u>on book plate</u>	1	(9.1%)

1b. and where.

(11 responses)

Front fly leaf	2	(18.2%)
Title page	1	(9.1%)
Inside front cover	4	(36.4%)
Verso, title page	0	(0%)
Back fly leaf	0	(0%)
Inside back cover	5	(45.5%)
On pocket	2	(18.2%)
Within the book block	3	(27.3%)
Other	0	(0%)

1c. Does your library "end" stamp its name?

(11 responses)

Yes	11	(100%)
No	0	(0%)
the top edge of a book?	10	(90.9%)
the fore edge?	5	(45.5%)
the bottom edge?	6	(54.5%)
Other	0	(0%)

2. Is the mailing address of your library indicated anywhere on monographs?

(11 responses)

Yes	4	(36.4%)
No	7	(63.6%)

If yes, where?

(4 "yes" responses)

<u>title page</u>	1	(25%)
<u>inside covers</u>	2	(50%)
<u>imprinted on pocket</u>	1	(25%)

3. Does your library use book plates attached to the volume to indicate gifts, special collections, special funds, etc.?

(11 responses)

Yes	11	(100%)
No	0	(0%)

Circulation Necessities

4. Does your library use a checkout/loan card?

(11 responses)

Yes	3	(27.3%)
No	8	(72.7%)

4a. If yes, what information does it contain?

(3 "yes" responses)

Call number and location	3	(100%)
Author	3	(100%)
Title	3	(100%)
Patron's name or number	3	(100%)
Due date	2	(66.6%)
Barcode	0	(0%)
Date item checked out	2	(66.6%)
Returned date	1	(33.3%)
Other <u>accession number</u>	2	(66.3%)

5. Does your library insert a pocket?

(11 responses)

Yes	3	(27.3%)
No	8	(72.7%)

6. How do you identify the due date to your patrons?

(10 responses)

Date stamped slip or card	10	(100%)
Printed notice for each volume	0	(0%)
Date due labeling gun	0	(0%)
Printed notice for all volumes taken	0	(0%)
Other, please describe.	0	(0%)

7. Do you

(10 responses)

attach permanent due date slip?	5	(50%)
use a labeling panel?	0	(0%)
attach temporary due date slip?	1	(10%)
hand notice to patron?	0	(0%)
place printed notice in pocket?	2	(20%)
Other, please describe.		
<u>insert date due streamer</u>	1	(10%)
<u>place due date card in book, loose like a bookmark</u>	1	(10%)

8. Do you use an accession number to identify an individual volume?

(11 responses)

Yes	3	(27.3%)
No	8	(72.7%)

8a. If yes, where is it stamped?

(3 "yes" responses)

Inside front cover	0	(0%)
Front fly leaf	0	(0%)
Title page	2	(66.6%)
Verso, title page	0	(0%)
Back fly leaf	1	(33.3%)
Inside back cover	0	(0%)
Check out card	2	(66.6%)
Other: <u>on pocket</u>	1	(33.3%)

9. Do you use a bar code strip to identify an individual volume?

(11 responses)

Yes	8	(72.7%)
No	3	(27.3%)

If yes, please answer the following questions.

9a. Where is it placed?

(8 responses)

Front cover	1	(12.5%)
Back cover	0	(0%)
Inside front cover	1	(12.5%)
Front fly leaf	1	(12.5%)
Title page	0	(0%)
Back fly leaf	0	(0%)
Inside back cover	5	(62.5%)
Other	0	(0%)

9b. Do you use a second bar code?

(7 responses)

Yes	1	(14.3%)
No	6	(85.7%)

If yes, where is it placed? (1 "yes" response)

Shelf list card	1	(100%)
Other	0	(0%)

9c. Do you use a protective strip over your bar code?

(8 responses)

Yes	1	(12.5%)
No	7	(87.5%)

Location Indication

10. How are your spine labels printed?

(11 responses)

Typewriter	2	(18.2%)
Computer	10	(90.9%)
Hand written with pens	1	(9.1%)
Hand written with electric book marker	0	(0%)
Other	0	(0%)

11. What type of labels do you use?

(11 responses)

Continuous pin-fed labels	9	(81.8%)
Sheets of paper labels	1	(9.1%)
SE-LIN® labels	3	(27.3%)
Fabric labels	1	(9.1%)
Other	0	(0%)

12. How are your spine labels attached?

(11 responses)

Using heat application	2	(18.2%)
Self adhesion	10	(90.9%)
Other	0	(0%)

13. Do you add a label protector over the spine label?

(11 responses)

Yes	9	(81.8%)
No	2	(18.2%)

14. Are location indicators and call numbers indicated in the book other than on the spine?

(11 responses)

Yes	10	(90.9%)
No	1	(9.1%)

14a. If yes, where?

(10 yes responses)

Title page	2	(20%)
Back fly leaf	3	(30%)
Inside back cover	3	(30%)
Pocket	1	(10%)
Other:		
<u>verso title page</u>	1	(10%)
<u>book/loan card</u>	3	(30%)
<u>inside front cover</u>	1	(10%)
<u>front flyleaf</u>	1	(10%)

14b. And how?

(10 responses)

Written in pen directly into book	1	(10%)
Typed label	0	(0%)
Written in pencil directly into book	5	(50%)
Hand printed label	0	(0%)
Computer printed label	5	(50%)
Other:		

location rubber stamped inside back cover under barcode

1 (10%)

Protective Treatment

15. Does your library retain book jackets on hard cover books?

(11 responses)

Always	3	(27.3%)
99-50% of time	2	(18.2%)
49-1% of time	1	(9.1%)
Never	5	(45.5%)

If so, please answer the following questions.

15a. Are the jackets covered with plastic?

(6 "yes" responses)

Always	3	(50%)
99-50% of time	1	(16.7%)
49-1% of time	1	(16.7%)
Never	1	(16.7%)

15b. Are the jackets attached to the book?

(6 "yes" responses)

Always	3	(50%)
99-50% of time	1	(16.7%)
49-1% of time	1	(16.7%)
Never	1	(16.7%)

16. Does your library use any reinforcement on paperback books?

(11 responses)

Always	2	(18.2%)
99-50% of time	3	(27.3%)
49-1% of time	6	(54.5%)
Never	0	(0%)

If so, please answer the following questions.

16a. Do you tape the spine using a product similar to Scotch Book Tape™?

(8 responses)

Always	1	(12.5%)
99-50% of time	0	(0%)
49-1% of time	3	(37.5%)
Never	4	(50%)

16b. Do you tape the entire cover or use a vinyl laminate over the cover?

(7 responses)

Always	0	(0%)
99-50% of time	1	(14.3%)
49-1% of time	2	(28.6%)
Never	4	(57.1%)

16c. Do you use a semi-rigid, self-adhesive bookcover such as Kapco's Easy Cover™?

(9 responses)

Always	3	(33.3%)
99-50% of time	1	(11.1%)
49-1% of time	3	(33.3%)
Never	2	(22.2%)

17. Do you send paperback books to the bindery before circulating?

(11 responses)

Always	0	(0%)
99-50% of time	2	(18.2%)
49-1% of time	3	(27.3%)
Never	6	(54.5%)

18. Do you use pamphlet binders on paperback books?

(11 responses)

Always	0	(0%)
99-50% of time	0	(0%)
49-1% of time	5	(45.5%)
Never	6	(54.5%)

19. Do you specifically look for products to use in processing that are advertised as acid free, pH neutral, or reversible?

(11 responses)

Always	3	(27.3%)
99-50% of time	4	(36.4%)
49-1% of time	3	(27.3%)
Never	1	(9.1%)

General Questions

These questions are not specifically needed for the survey but will add to the general understanding of today's processing environment.

20. Do you have an automated library system?

(11 responses)

Yes	8	(72.7%)
No	3	(27.3%)

20a. If yes, what vendor?

(8 "yes" responses)

CLSI	0	(0%)
DRA	0	(0%)
Dynix	0	(0%)
Geac Advance	0	(0%)
III	4	(50%)
NOTIS	0	(0%)
Sirsi	0	(0%)
VTLS	0	(0%)
Other:		
<u>General Automation Zebra 2000</u>	2	(25%)
<u>Horizon</u>	1	(12.5%)
<u>Ringgold ORC</u>	1	(12.5%)

20b. If yes, which of these systems are included?

(8 "yes" responses)

Cataloging	8	(100%)
Circulation	8	(100%)
OPAC	7	(87.5%)

21. If you have an automated circulation system, approximately what year did you automate? 1985, 1987, 1990, 1991, 1992, 1993, 1994, 1995

22. If your library uses bar codes, do you use light pens to read the bar code?

(8 "yes" responses)

Yes	8	(100%)
No	0	(0%)

23. If your library uses bar codes, do you use laser scanners or scan lamps to read the bar code?

(8 "yes" responses)

Yes	3	(37.5%)
No	5	(62.5%)

24. Is your library a contributing member of a national database such as OCLC or RLIN?

(11 responses)

Yes	11	(100%)
No	0	(0%)

If yes, *approximately* which year did your library join?

(11 responses)

<u>1970</u>	3	(27.3%)
<u>1971</u>	3	(27.3%)
<u>1972</u>	2	(18.2%)
<u>1975</u>	2	(18.2%)
<u>1982</u>	1	(9.1%)

25. Does your library have in place an electronic security system that requires some form of tattle taping?

(11 responses)

Yes	10	(90.9%)
No	1	(9.1%)

26. Has your library consciously changed any processing procedures because of new information received about preservation needs?

(10 responses)

Yes	5	(50%)
No	5	(50%)

27. Does your library use any commercial processing services?

(10 responses)

Yes	4	(40%)
No	6	(60%)

If yes, please answer the following questions.

27a. What services are you purchasing?

(4 "yes" responses)

Cataloging	1	(25%)
Physical processing	1	(25%)
Other <u>bindery</u>	2	(50%)

27b. Approximately what percentages of your new accessions are outsourced?

(1 response)

Cataloging	<u>50%</u>	1
Physical processing	(no answer)	
Other	(no answer)	

28. How much has the physical processing of books in your library changed in the last 3-5 years?

(11 responses)

Not at all	0	(0%)
Some changes	6	(54.5%)
Many changes	5	(45.5%)
Don't know	0	(0%)

29. If your procedures have changed, in your opinion how important has each of the following been in influencing the changes?

29a. Efficiency (10 responses)

Not at all	1	(10%)
Important	5	(50%)
Extremely important	4	(40%)
Don't know	0	(0%)

29b. Conservation (9 responses)

Not at all	3	(33.3%)
Important	4	(44.4%)
Extremely important	2	(22.2%)
Don't know	0	(0%)

29c. Circulation system (10 responses)

Not at all	1	(10%)
Important	5	(50%)
Extremely important	3	(30%)
Don't know	1	(10%)

29d. Security system (9 responses)

Not at all	4	(44.4%)
Important	3	(33.3%)
Extremely important	2	(22.2%)
Don't know	0	(0%)

29e. Availability of new products/materials for processing (9 responses)

Not at all	2	(22.2%)
Important	6	(66.6%)
Extremely important	0	(0%)
Don't know	1	(11.1%)

29f. Other, please explain (1 response)

streamline operations with other campuses Important 1

30. Does your library maintain a processing procedures manual?

(10 responses)

Yes	7	(70%)
No	3	(30%)

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